

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
100 USDA, Suite 102
Stillwater, OK 74074-2653

For: County Offices

August Reports and Reminders

Approved by: State Executive Director



1 Report Policy**A Provide Report**

Except for electronically transmitted reports, counties are to mail reports by date listed on the calendar. Routine reports listed **are not to be transmitted** by FAX. Exception may be granted by the section requiring the report.

A REPORT (positive or negative) from each county IS REQUIRED UNLESS the CALENDAR INDICATES that a NEGATIVE REPORT IS NOT REQUIRED.

Pinkslips will be sent to each county in which a report has not been received by the date, unless a negative report was not required.

2 Action**A Submit Reports**

Prepare and submit reports to the State Office by the dates shown on the following reports calendar.

Disposal	Distribution
October 1, 2004	County Offices

Administrative Reports

The following reports are to be submitted to the State Office Administrative Section by the dates listed below:

Date	Report
	None

Compliance/ Peanut Reports

The following reports are to be submitted to the State Office Compliance Section by the dates listed below:

Date	Report
August 10	FSA-569 Activity Report, 6-CP (Rev. 2), Par. 604 and Exhibit 1. This report should cover activity from July 1 through July 30. Negative reports are NOT REQUIRED .
August 10	Fsa-493, Highly Erodible Land and Wetland Conservation Violation Data – 6-CP (Rev. 2), Par. 801 and Exhibit 1. This report should cover activity from July 1 through July 30. Negative reports are NOT REQUIRED .
August 15	Measurement Service Rates (OK Exhibit 1, 2-CP (Rev. 15)).

Conservation Reports

The following reports are to be submitted to the State Office Conservation Section by the dates listed below:

Date	Report
August 2	Verify that the system automatically, during start-of-day, prints and queues the ACP-305 Monthly Progress Report and Conservation 305 Monthly Progress Report and that during EOD, it transmits the data to the State Office.
August 2	CRP Managed Haying and Grazing Report (OK Notice CRP-569, Subparagraph 5 L
August 2	GRP counties are to submit the AD-1153 and CCC-920 Summary Expense Reports to the State Office (Notice GRP-3).

Farm Loan Programs Reports The following reports are to be submitted to the State Office Farm Loan Program Section by the dates listed below:

Date	Report
August 25	Borrower Training Report OK Notice FLP-406

Outreach Reports The following reports are to be submitted to the State Office Outreach Coordinator by the dates listed below:

Date	Report
Every Friday	Record of Outreach Activities 1-INFO (Rev.2), OK Exhibit 2 Negative reports are NOT REQUIRED .

Price Support Reports The following reports are to be submitted to the State Office Price Support Section by the dates listed below:

Date	Report
Aug. 6	Commodity Loan/LDP Spot-check Report for July. Negative reports required.

Production Adjustment Reports The following are reports to be submitted to the State Office, Production Adjustment Section by the dates listed below:

Date	Report
August 5	Late Voucher Report NAP-1R (2-NAP, Paragraph 321). LA Interest Payment Report NAP-2R (2-NAP, Paragraph 322). <i>Note: State Office will assume reports are negative unless county provides a report.</i>

**Administrative
Reminders**

The following are reminders of actions to be performed in the County Office by Administrative personnel during the month of August:

Reminder
None

**Compliance/
Peanut
Reminders**

The following are reminders of actions to be performed in the County Office by Compliance personnel during the month of August:

Reminder

**Conservation
Reminders**

The following are reminders of actions to be performed in the County Office by Conservation personnel during the month of August:

Reminder
Conservation cost information shall be placed on Exhibit 15, page 4, of 2-CRP (Rev. 4) and submitted to the State Office by the last working day of each month.
Set Monthly Average Grazing Losses according to OK Exhibit 10 of 8-DF (Rev. 1). Counties, which hold their COC meeting during the first 14 days of the month, shall set average grazing losses for the prior month. Counties, which have their COC meeting on or after the 15 th of the month, shall set average grazing losses for the current month.
Publicize continuous CRP signup provisions. (2-CRP, Part 6)
CCC-1200 Status Report to be run at the end of the month. (2-CONSV, par. 144 B)
AD-1153, Applications Received Report (GRP), to be run each week and a copy provided to NRCS.
When entering manual EQIP applications into the system, provide the Applications Received Report to NRCS weekly.
Complete CRP Prepayment Reports (1-CRP, paragraph 354)
Publicize CRP haying and grazing provisions. (2-CRP, Part 13)
Counties will need to complete the purge process of CRP-1's in July or August as stated in paragraph 575 of 1-CRP (Rev. 1). CRP-1's of expired contracts are to be purged after five fiscal years from the end of the contract. The purge process will remove all contracts and associated data that expired five years ago on September 30, 1998.

**Conservation
Reminders
(cont)**

The following are reminders of actions to be performed in the County Office by Conservation personnel during the month of August:

The date NRCS is to notify FSA of EQIP contract terminations or rescheduled practices and extended expiration dates is August 1, 2004.
The last day FSA is to receive EQIP plan of operations to record in System 36 from NRCS is August 13, 2004
The last day to record CPOs and provide System 36 generated CCC-1200 to NRCS for signatures is August 27.

**Farm Loan
Programs
Reminders**

The following are reminders of actions to be performed in the County Office by Farm Loan Program personnel during the month of August:

Reminder
The Farm Loan Specialist for each district will forward a copy of the acceleration letter (including case number) or Form FmHA 1951-6, as soon as the account has been accelerated to Barbara Knapp or Melissa Cook. ACLs are required to be traced in order to meet Oklahoma's goal requirement.
County Offices are to send letters notifying borrowers of expiring leases six months before the expiration of a lease. A letter also needs to be sent to borrowers 30 days before a lease payment is due. If the inventory property report shows "no leases" by a borrower who does not have a lease, then this account needs to be sent to the State Office, FLP Section.
Annual inspection of inventory property needs to be documented in the running record.
FLMs should review Report Code 636X, Classification of Farm Credit Borrowers for graduation.
DDs are to reconcile and email Guaranteed Reports to the State Office by the monthly DD meeting.
DDs shall obtain and review monthly Guaranteed reports.
Farm Loan Technicians shall submit Exhibit A, "Monitoring Use of 51-S Flags" (OK-Notice FLP-365) to the respective Legal Servicing unit no later than the last workday of each month.

**Price Support
Reminders**

The following are reminders of actions to be performed in the County Office by Price Support personnel during the month of August:

Reminder

**Production
Adjustment
Reminders**

The following are reminders of actions to be performed in the County Office by Production Adjustment personnel during the month of August:

Reminder	
Reconstitutions must be requested by August 2, 2004. The reconstitution must be in the computer by COB August 14, 2004. Software will be locked on August 15, 2004. All timely requested reconstitutions shall be completed by August 31, 2004. Notice CM-496	
QBOP Overpayment Registers must be run every 60 days.	
Run reconstitutions reports included in 2-CM (Rev. 4), paragraph 520 after farm records rollover.	
Date	Activity
August 1	Acreage reporting date for all crops for which another date is not required to be established according to requirements of 2-CP, Exhibit 6.
August 31	Application closing date for the following crops: Aquaculture, Christmas trees, Clover – grazing, Floriculture, Grass – cool season varieties – grazing, Mixed forages that include a small grain, Mushrooms, Ornamental nursery, Small grains (wheat, barley, oat, rye, triticale) – forage and grazing, Turfgrass.